

# **Report of the Institutional Progress on Removing Stipulations for National University**

## **Professional Services Division**

**May 24, 2003**

### **Overview**

This item is a follow-up of the accreditation visit to National University that was conducted in May 2003. This item provides the report of the review team and recommendations regarding six stipulations and the accreditation status.

### **Staff Recommendations**

1. On the basis of the re-visit accreditation team report, staff recommends that the six stipulations placed upon the institution by the Committee on Accreditation be removed.
2. Staff recommends that the Committee on Accreditation change the accreditation status of National University from "Accreditation with Substantive Stipulations" to "Accreditation" based upon the removal of the above stipulations.

### **Background Information**

A COA accreditation team conducted a visit at the National University on May 19-22, 2002. On the basis of the accreditation team report, the COA made the following accreditation decision for National University and all of its credential programs: **ACCREDITATION WITH SUBSTANTIVE STIPULATIONS**

Following are the stipulations:

#### Common Standards

- That the institution provide evidence that a plan has been devised and implemented for allocating faculty and fiscal resources that support specified changes in program evaluation, admissions, and advice and assistance as stated below.
- That the institution provide evidence that the plan for and implementation of program evaluation be further developed to insure the inclusion of all constituent groups and the resulting data be used for documented program improvement.
- That the institution provide evidence that admissions policies and practices have been revised and implemented to insure full and complete information is provided to candidates and that multiple measures are used for each admissions pathway.

- That the institution provide evidence that a plan for candidate advice and assistance that includes clearly defined roles for both staff and faculty in credential and academic advising has been devised and implemented.

#### Basic Teaching Credential

- That the institution provide evidence that the Single Subjects Program include pedagogical preparation through coursework and fieldwork for subject-specific instruction in each single-subject content area offered (Standard 8b).
- That the institution demonstrate that it has implemented adequate faculty development as well as syllabi content and fieldwork activities that ensure that the elements of the Standard 8b are met.

National University was required to respond to the stipulations and prepare for a re-visit within one year of the accreditation action. To address the stipulations, Commission staff and National University agreed to a year long communication plan approximately one month after the June 2002 COA meeting. It included monthly telephone contact with the dean and associate dean, and a mid-year site visit to the main San Diego campus in January 2003. At that time the team leader and staff met with the dean, associate dean, vice-provost and department chairs to discuss progress to date on each of the stipulations, and to plan for the revisit. Based on the written and oral information gathered at that time, it was agreed that the revisit should focus primarily on interviews and document reviews at San Diego, given the nature of the stipulations and the structure of the university. After that visit, the monthly communication plan continued through April 2003.

National University then prepared a self-study document addressing each of the stipulations with thick description and extensive supporting evidence. This was sent to the team members and CCTC staff in early May. After carefully reading the self-study document, individual review team members, all of whom were members of the original team, then caucused via email and phone to determine what follow up interviews were needed. Based on the team's assessment, the institution scheduled telephone interviews with specific administrators, faculty and candidates. A total of 15 telephone interviews were conducted. After the interviews, the team had a conference call, during which an additional interview with the dean was conducted. It then prepared an accreditation report that was presented to the institution. This report is now provided to the COA for consideration and action.

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING  
COMMITTEE ON ACCREDITATION  
ACCREDITATION TEAM FOLLOW-UP REVIEW REPORT**

**Institution:** National University

**Dates of Review:** May 12 - 14, 2003

**Original  
COA Accreditation**

**Decision:** ACCREDITATION WITH SUBSTANTIVE STIPULATIONS

**Review Team Recommendations**

The team recommends that:

1. The six stipulations from the 2002 accreditation visit be removed
2. The accreditation decision be changed from **ACCREDITATION WITH SUBSTANTIVE STIPULATIONS** to **ACCREDITATION**

**Rationale**

Based upon the Institutional Response to the Stipulations, review of supporting evidence and telephone interviews with faculty members, institutional administration, and students, the team determined that the institution has provided appropriate responses to each of the stipulations and has satisfactorily addressed the standards less than fully met and the concerns identified during the accreditation visit of one year ago. The members of the review team were members of the original accreditation team of one year ago.

**Team:** **Randall Lindsey**, Team Leader  
Pepperdine University

**Dale Matson**  
Fresno Pacific University

**Wanda Baral**  
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## **Findings on Stipulations**

### **Stipulation #1**

- That the institution provide evidence that a plan has been devised and implemented for allocating faculty and fiscal resources that support specified changes in program evaluation, admissions, and advice and assistance as stated below.

### **Review Team Finding:**

National University has focused its budget on improvement of academic quality for fiscal years 2003-05. The School of Education has been restructured to align academic and administrative functions to ensure faculty involvement in academic planning and decision making for credential decisions. Six administrative and 15 new faculty positions have been added since the review. An additional Associate Dean has been selected and will begin work in July 2003. Three new departments have been created – Special Education and Technology; School Psychology and School Counseling, and Educational Administration. Staff have also been added to support credentials work in the centers, including a full time textbook coordinator and master scheduler. The School of Education has been administratively restructured, with clear delineation of responsibilities of faculty, coordinators and staff at the centers. Academic advisement and management of documents have been differentiated.

### **Review Team Recommendation:**

The team recommends that the stipulation be removed.

### **Stipulation #2**

- That the institution provide evidence that the plan for and implementation of program evaluation be further developed to insure the inclusion of all constituent groups and the resulting data be used for documented program improvement.

### **Review Team Finding:**

A thorough and comprehensive evaluation process has been established to provide usable data to inform ongoing planning. The new evaluation plan encompasses professional standards and departmental needs, and is designed to inform curriculum and instruction needs as well as faculty hiring. National University has already implemented this assessment design to: inform the revision of the credential advisement and orientation process; implement the SB 2042 credential program, including the inclusion of the TPEs and anchor assessment activities to assess candidate outcomes; and involve regional advisory councils in providing data and assessing recommended changes.

### **Review Team Recommendation:**

The team recommends that the stipulation be removed.

**Stipulation #3**

- That the institution provide evidence that admissions policies and practices have been revised and implemented to insure full and complete information is provided to candidates and that multiple measures are used for each admissions pathway.

**Review Team Finding:**

During the past year, National University conducted a review of existing practices that led to establishing criteria that guided the redesign of the admission process, demonstrating through action the use of evaluation data to improve internal processes. Based on a case analysis at one Center, faculty roles in advisement were reevaluated and a new multi-step admissions process was created. Training for faculty and credential staff has been implemented to ensure that the new process is implemented as intended. New students are now required to attend an initial orientation, during which they are provided clear guidance and newly created written materials on institutional and credential requirements and are assigned a faculty academic advisor. Admissions criteria have been revised and multiple measures, including interviews, are now used to screen applicants. University and credential program admissions procedures and requirements have been clearly delineated.

**Review Team Recommendation:**

The team recommends that the stipulation be removed.

**Stipulation #4**

- That the institution provide evidence that a plan for candidate advice and assistance that includes clearly defined roles for both staff and faculty in credential and academic advising has been devised and implemented.

**Review Team Finding:**

Advisement practices at the institution have been revised so that coordination for advisement and assistance resides within the academic departments. Paperwork requirements have been streamlined, and new advisement materials are clear and usable. Organizational and flow charts on these processes are clear. To support these changes, new positions were created, including a new associate dean for faculty and program development, faculty field experience coordinators for each department and an additional credentials supervisor. The alignment of credentials under the supervision of the Associate Dean of Advisement and Credentials enables effective implementation of the newly streamlined approach to student advisement and assistance. Evidence gathered from interviews indicates that early field experience placements are now directed by university staff, and indications are that even implementation across the Centers is evolving. Taking into consideration the size of the institution and the complexity of implementing a deep systemic change, the team was satisfied from interview evidence that substantive positive progress will continue.

**Review Team Recommendation:**

The team recommends that the stipulation be removed.

**Stipulation #5**

- That the institution provide evidence that the Single Subjects Program include pedagogical preparation through coursework and fieldwork for subject-specific instruction in each single-subject content area offered (Standard 8b).

**Review Team Finding:**

National University has done extensive work in redesigning the single subject pedagogical course syllabi to reflect specific content study and practice by candidates. This is true in all subject areas offered. Newly revised specific academic content areas, strongly aligned with state-adopted academic content standards for grades 6 – 12 students, indicate strong candidate preparation for such classrooms. Written evidence demonstrates clearly defined roles and responsibilities for field supervisors. Criteria for field supervisor selection are under development.

**Review Team Recommendation:**

The team recommends that the stipulation be removed.

**Stipulation #6**

- That the institution demonstrate that it has implemented adequate faculty development as well as syllabi content and fieldwork activities that ensure that the elements of the Standard 8b are met.

**Review Team Finding:**

Evidence provided in the institutional response and substantiated in follow-up interviews demonstrates that a strong program of faculty development has been in place during the 2002-03 academic year. The scope of this program has included redesign of course syllabi to reflect the new requirements of Standard 8(b), the integration of the Teaching Performance Expectations into the single subject credential program, and the development of candidate anchor assessments, including a required electronic portfolio, to document candidate outcomes in each subject area.

**Review Team Recommendation:**

The team recommends that the stipulation be removed.

**Additional Information**

Although the concerns related to the Pupil Personnel Services Credential programs in the June 2002 report to the COA did not rise to the level of program specific stipulations, National University provided an extensive written response to those concerns. The revisit review team member with expertise in this area reviewed the response and supporting evidence, and conducted follow up interviews. This information contributed to and was considered as a part of the team's decision-making. Evidence cited for positive change in these credentials includes the creation of a new department and the separation of the School Psychology and Counseling programs, the hiring of additional faculty, and the provision of full time faculty program directors at each Center. The institution-wide evaluation process now includes a specific array of

activities designed to yield usable data to inform progress monitoring and ongoing program improvement.